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MEMORANDUM TO: Executive Director ✓
 Executive for Administration and Management
 Assistant Director, Office of Reports and Estimates ✓
 Assistant Director, Office of Special Operations ✓
 Assistant Director, Office of Operations
 Assistant Director, Office of Collection and Dissemination ✓

Subject: Top Secret Control Procedures

1. Reference is invited to the memorandum forwarded to the addressees listed above from the Executive for Inspection and Security, subject, "Results of Top Secret Control Survey," dated 12 November 1947. As proposed in this memorandum, a board, constituted as suggested, was convened, first on 21 November 1947 and on two occasions subsequent to that date. At these meetings, and at other times careful consideration was given to the problems involved and extended discussions were held in connection with the subject matter.

2. Based upon agreements reached by constituents of the board, the enclosed proposed Administrative Instruction and record forms were drawn to provide initial implementation for the two principal considerations presented by the Executive for I. & S. in the memorandum referenced above.

3. In drafting the proposed Administrative Instruction an effort has been made to limit its content to those provisions necessary to establish a decentralized control organization at appropriate administrative levels, define basic terms and prescribe such general responsibilities and procedures as are required. No attempt has been made to spell out the detail of step-by-step handling and safeguarding procedures, as it is believed that this responsibility will be best discharged by the Top Secret Control Officer with the cooperation of the designated Area Top Secret Control Officers.

4. It was the consensus of the representatives comprising the board that the duties of Area Top Secret Control Officers will not be such as to require exclusive assignment; rather, that these duties can be handled, with due allowances, in addition to other administrative responsibilities. It should be realized, however, that the establishment and maintenance of efficient control procedures under the proposed plan places a heavy burden of responsibility for indoctrination and supervision upon the Top Secret Control Officer and upon the Area Top Secret

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Control Officers. Strict and continuing administrative surveillance will be required and is considered entirely warranted.

5. Certain agreements and conclusions of the board which have not been incorporated in the formal proposed Instruction because of their nature (being concerned with the details of implementation) are, nevertheless, believed to be worthy of mention and active consideration in the development of operational measures required by the proposed plan. Some of these matters are as follows:

a. It is recommended that each Area Top Secret Control Officer, working in coordination with the Top Secret Control Officer (to insure compliance with Agency administrative and security policies), prepare detailed intra-office operating procedures for the guidance of personnel within his jurisdiction.

b. Area Top Secret Control procedures should include provision for periodic inspection of Top Secret logs and material in each Area jurisdiction to insure that Security Regulations are being followed.

c. Frequent inspection of all Top Secret material should be made, with a view toward reducing the number of documents to the minimum requirement of each office. Documents no longer required should be returned to Central Top Secret Control (Special Distribution Section) for appropriate disposition. Downgrading should be effected whenever possible.

d. The Top Secret Control Officer should take appropriate steps to establish improved arrangements for the collection of Top Secret material for CIA from those agencies from which documents are regularly received. The matters of minimizing the number of "pickup" points for CIA couriers and of receipting for documents should receive special attention.

e. Consideration should be given to the matter of obtaining better job ratings for Top Secret Couriers in order to enable employment of permanent and high-caliber personnel.

f. Central Top Secret Control should require periodically complete listings of Top Secret material held permanently as reference material or records in each Area Top Secret Control.

g. The physical locations of Area Top Secret Controls should be clearly marked by appropriate signs.

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h. Periodic inspections of procedures in the various offices of CIA will be made at unannounced times by a representative of the Executive for Inspection and Security to observe compliance with Security Regulations, offer advice and submit reports and recommendations.

6. The enclosed instruction and forms have been informally coordinated with the members of the board. It is now desired that formal concurrence or comment be furnished by the offices of the addressees hereof. This may be effected by indorsement hereto.

7. Appreciation is expressed for the most cooperative services of the persons designated to serve on the board.


SHEPARD EDWARDS

Colonel, G.S.C.

Executive for Inspection and Security

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Enclosures:

1. Administrative Instruction
2. Top Secret Log
3. Signature Record and Cover Sheet
4. Document Receipt

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